

Appendix A

The general fields of FIG. 3 are as follows:

Name	Description
Terminal ID	User's ID for this terminal. Appears in many screens and reports to identify the terminal. Important: see illegal character list.
Location (Name)	Name of location or site where ATM is installed
Type	The types of terminals available to the system. Type can be set up in System Configuration (Code Tables tab, "ATM Terminal Types" button).
Status	ATM status (Code Tables tab, "ATM Status Codes" button)

The general fields of FIG. 4 are:

Name	Description
ATM Address Line 1	Street address line 1 of terminal
ATM Address Line 2	Street address line 2 of terminal
ATM City	City of terminal
ATM State	State of terminal
ATM Zip	Zip code of terminal
Country	Country of terminal
ATM Phone	ATM phone number
Contact	Name of contact for this terminal (e.g. owner or merchant)
Contact Phone	Contact phone number
Contact Fax	Contact FAX number
E-mail	Contact e-mail address
Owner	Owner of the ATM
Import/Export ID	Cross-reference ID for Importing/Exporting Data
Max WD	The maximum withdrawal amount allowed.
Terms Base	Are the accounting terms to be computed (settled) based on the "Counts On file" for the ATM or the "Processor Claim" amounts provided at period end?
Surcharge	The amount charged per surcharge transaction.

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Sales Rep	Name of sales representative
Est Mrch Share	An estimated merchant share of the surcharge. Note: the amount entered in this field has no affect on terms lines involving surcharge amounts.
Installer	Name of person or company that installed ATM.
Mrch Guarantee	An amount guaranteed to merchant.
Internal Term ID	The systems internal number for tracking terminal. This number is assigned by system and cannot be changed.
Cust Contract Start	The contract start date for Terminal
Cust Contract End	The contract end date for Terminal
Arrangement	ATM deal or type of arrangement made with Partner.
Date Installed	Date the ATM was installed at the user site
Date De-Installed	Date the ATM was de-installed at the user site
Processor	Network processor that records the clearance and settlement ATM activity
Processor Terminal ID	ID by which the Processor identifies the ATM. May be different from above Terminal ID. Used to match records in processor download files.
Cutoff Time	Terminal settlement time
Serial Number	Terminal serial number
Manufacturer	Terminal vendor/manufacture (from user defined code table)
Model	Terminal model (from user defined code table)
Dispenser	Terminal dispenser type (from user defined code table)
Free Paper	A check indicates that the ATM currently gets paper for no charge

The fields of FIG. 5A are:

Name	Description
Monitor Cash?	Check this box if the users manage cash for this ATM.
Cash Responsibility	Partner responsible for managing cash.
Cash Rented From	Partner from whom cash is rented.
Cash Rented	Cash account used for terminal.

Account	
Armored Car	Armored car service that replenishes ATM
Cash Return Account	Cash account used for returns.
Add or Swap	Is replenishment a Cash Add or Swap?
Cash Low Limit	Minimum amount of cash to keep in ATM, if not zero
GL Cost Center	General Ledger system cost account for costs associated with this ATM
Propose Order Using	Base default order amount on "Standard" or "Computed" figures.
Standard Load Amount	Standard cash replenishment amount in dollars
Number of 5s	Number of \$5 dollar bills in standard replenishment
Number of 10s	Number of \$10 dollar bills in standard replenishment
Number of 20s	Number of \$20 dollar bills in standard replenishment
Number of 50s	Number of \$50 dollar bills in standard replenishment
Number of 100s	Number of \$100 dollar bills in standard replenishment
Order Lead Time	Lead time in days between placing order and replenishment date
Days to Order to Cover	Number of days replenishment should cover
Days to Pad Order	Number of extra days that should be included in cash order

The fields of FIG. 5B are:

Name	Description
Settlement Type	Cash, Surcharge, Interchange
Settlement Account Name	Account to which settlement type will be applied
Bank Name	Name of Bank Owning This Account
Start Date	Beginning effective date of settlement delay table for this ATM. (Note: if this field is left blank, the settlement start date will default to the first day of transactions.)
End Date	Ending effective date of settlement delay table for this ATM. (Note: if field is left blank, the settlement

	table will be in effect until an end date is entered.)
Settlement Float Table Name	Name of settlement delay table used for this ATM
Start Date	Date to start ATM in Group
End Date	Last date ATM is in Group
Sun Mon Tue Wed Thurs Fri Sat	When settlement will be applied for a given day

The Fields of FIG. 5C are as follows:

Name	Description
Armored Car	Armored car service that replenishes ATM
Replenishment Cycle	Desired replenishment cycle in effect for ATM from Arm Car Service (Daily, Weekly, Biweekly, Monthly)
Replenishment Segment	Cycle Segment, e.g. "A" week or "B" week for Biweekly Cycle. This is an optional setting for a Monthly Replenishment cycle.
Replenishment Days	The days of the week that the armored service will replenish this ATM without extra charges, or that the users wish to plan replenishments.
Regular Run	The cost for a regular armored car delivery
Special Run	The cost for a special armored car delivery
Apply Load	How cash loads should be treated by the system: BOD (beginning of day), EOD (end of day), or MID (middle of day). If this field is left blank, the system-wide setting will be used (located in System Configuration on the "Parameters" tab). If the System Configuration setting is blank, the default is BOD. Note: the ATM setting takes precedence over the system setting.

The fields of FIG. 5D are:

Name	Description
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Date Shipped	Date the ATM was shipped from the manufacturer. Comes from the Master Serial Number record if ATM serial numbers are pre-registered.
Warranty Coverage	Manufacturer warranty coverage. Comes from the Master Serial Number record if ATM serial numbers are pre-registered.
Warranty Start Date	Date manufacturer warranty starts. Comes from the Master Serial Number record if ATM serial numbers are pre-registered.
Warranty End Date	Date manufacturer warranty ends. Comes from the Master Serial Number record if ATM serial numbers are pre-registered.
Warranty Cost	Manufacturer warranty cost, if any, including extensions. Comes from the Master Serial Number record if ATM serial numbers are pre-registered.
Date Installed	Date the ATM was installed at the user site
Date De-Installed	Date the ATM was de-installed at the user site
Customer Warranty Coverage	Warranty coverage plan given/sold to the customer
Customer Warranty Start Date	Date customer warranty starts
Customer Warranty End Date	Date customer warranty ends
Customer Warranty Cost	Customer warranty cost, if any, including extensions

The fields of FIG. 5E are:

Name	Description
Group Name	List of Groups in which this ATM participates. Used for various analysis and reporting purposes.
Description	Description of the Group
Start Date	Date ATM begins participation in the group. (Note: if no date is entered, the ATM is considered an active member of the group for as long as the group is

	active.)
End Date	Date ATM ends participation in the group. (Note: if no date is entered, the ATM remains a member of the group until an end date is entered.)

The fields of FIG. 5F are:

Name	Description
Numeric	Field will hold any numeric value
Currency	Field will hold any currency value
Text	Field will hold any text value
Date	Field will hold any date value
Check Box	Field will hold any yes/no value

The fields of FIG. 5G are:

Name	Description
Memo	The purpose of this field is to hold information on a machine that will appear in other areas of the system. (e.g., a memo could notify a user that the store where the ATM is located is closed on Sundays).
Date	The activity date for the note (e.g., the date the ATM experienced problems)
Type	The type or category of note
Next Contact	The date scheduled for the next contact
Added	The date the note was added to the system
Last Change	The date the note was last updated or changed
By	The user who entered the note
Notes	A description of the reason for the note

The following table lists some of the screen reports available from data captured in the Terminals and Txn Activity. They can be located as follows:

Screen Report	Form (Location)	Purpose and Notes
Weekly Withdrawal Statistics Chart	ATM Form and Screen Reports: Weekly Withdrawal Statistics Charts	Graphically compares the number of withdrawal transactions and amounts for the last 8 weeks

Monthly Withdrawal Statistics Chart	ATM Form and Screen Reports: Monthly Withdrawal Statistics Charts	Graphically compares the number of withdrawal transactions and amounts for the last 9 months
Monthly ATM Statistical Comparisons	Screen Reports: Monthly ATM Statistical Comparisons	Displays several statistical calculations per month, ranking terminals from the highest rate to the lowest
Check For Missing Daily Records	Audit Checks: Missing ATM Day Records	Displays a list of missing daily records that should be investigated. A daily record should be on file for all dates on which the processor issues a report.
Zero Txn Counts	Audit Checks: ATMs With No Transactions Reported	Displays a list of daily records for which the withdrawal amount is zero. Helpful in determining if ATMs are out of cash or have a maintenance problem.
Day of Week Charts	Screen Reports: Daily Withdrawal Statistics Chart	Displays a list of the average withdrawal amounts by the day of week.
Custom Listings	Screen Reports: ATM Custom Listing	Allows the user to generate custom ATM lists.
ATM Surcharge Variances	Audit Checks: ATM Surcharge Variances	Compares the surcharge amount listed on the ATM screen with the average surcharge amount from the processor files. (Note: if no surcharge has been entered on the ATM screen for a terminal, no comparison is made.)

The following table lists the printed reports available based on the data in the Terminals and Txn Activity. Here's how to produce them:

Report	Form	Purpose and Notes
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ATM Master List-All Data	Printed Reports: ATM Master List	All data for each ATM
ATM Listing by Terminal	Printed Reports: ATM Listing by Terminal	Short form. One line of data for each ATM. Ordered by Terminal.
ATM Listing by Location	Printed Reports: ATM Listing by Location	Short form. One line of data for each ATM. Ordered by Location.
Monthly ATM W'drawal Txn Rate Comparison	Printed Reports: ATM WD Txn Rate Comparison	ATM's ranked by average monthly volume of withdrawal transactions over the last six months
Monthly ATM Withdrawal Amount Comparison	Printed Reports: ATM WD Amt Comparison	ATM's ranked by average monthly volume of withdrawal amounts over the last six months
ATM Groups	Printed Reports: ATM Groups	ATM's located in a selected group
Daily Txn Detail with Charts	Printed Reports: ATM Group Daily Activity Summary and ATM Form: Daily Activity Report	Lists daily activity counts for an ATM for a month, with charts of withdrawal activity and withdrawal amounts

Cash Settlement Report	Printed Reports: Cash Settlement Report	Report that can provide transaction information by processor or group.
Daily Transaction Detail	Daily Transaction Statistics: One Month Report	Lists daily activity counts for an ATM for one month
Daily Transaction History Report	Daily Transaction Statistics: Full History Report	Lists a column for each month on file, showing the total withdrawal transactions and amounts for each day
Monthly Transaction Summary	Monthly Statistics: Monthly 12 Mo Report	Lists the two sets of monthly activity and dollar counts: one for the accumulation of daily counts on file, and one for the processor reported counts for the same period
Average Withdrawal Txns	Screen Reports: Monthly ATM Statistical Comparisons	ATM's ranked by monthly withdrawal transaction rates. (Double-click on "Avg WD Txns" label and click "Print Preview" for report.)
Average Withdrawal Amount	Screen Reports: Monthly ATM Statistical Comparisons	ATM's ranked by monthly withdrawal amounts. (Double-click on "Avg WD Amt" label and click "Print Preview" for report.)

Average Surcharge Txns	Screen Reports: Monthly ATM Statistical Comparisons	ATM's ranked by monthly surcharge transactions. (Double-click on "Avg Srchg Txns" label and click "Print Preview" for report.)
Average Surcharge Amount	Screen Reports: Monthly ATM Statistical Comparisons	ATM's ranked by monthly surcharge amount. (Double-click on "Avg Srchg Amt" label and click "Print Preview" for report.)
Percentage Transactions Surcharged	Screen Reports: Monthly ATM Statistical Comparisons	ATM's ranked by monthly percent of txns surcharged. (Double-click on "% Txns Srchgd" label and click "Print Preview" for report.)
Missing ATM Day Records	Audit Checks: Missing ATM Records: Preview Report	Prints a list of missing calendar day records that should be investigated. A calendar day should be on file for every day that the terminal might have activity of any sort
Missing ATM Daily Settlement Records	Audit Checks: Missing ATM Daily Settlement Records: Preview Report	Prints a list of ATM days for which there are no activity records. Helpful in determining if ATMs are out of cash or have a maintenance problem.
ATMs With No Transactions	ATMs With No Transactions	Prints a list of ATM activity records for which there are no transactions of any type. Helpful in determining if ATMs are out of cash or have a maintenance problem.
Processor Daily File Capture Reports	System Configuration: Parameters tab	Report produced by each Processor Import Utility showing the records captured for posting into the database. This report prints during the initial import of a file into the system. The option to set this report is located in system configuration.

Edit File Posting Report	Import New Data: Print Import Edit File - and -System Configuration: Parameters tab	Report produced by the Edit File Posting routine showing the result of attempting to post each record into the database. This is an optional report. The print option can be set in System Configuration.
Rolling 12 Month Report	ATM Monthly Statistics: Rolling 12 Mo Report	Prints a report of the past 12 months transaction totals and amounts by month with charts for the selected ATM
ATM Groups	ATM Groups and Members Display and	Lists all ATM Groups, their start and end date in the group, and each ATM's transaction processor

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